



# Seller Training Report

Vendor name and mailing address

Report period

## Instructions for Completing Seller Training Report

### Who must file —

Each vendor certified by the Comptroller of Public Accounts to conduct cigarette, e-cigarette and/or tobacco-related seller training must report statistical data for classes presented during the preceding month.

### When to file —

This report must be filed on or before the 15th day of the month following the month in which the training was completed.

### For assistance —

If you have a question concerning this report or seller training reporting requirements, contact the Comptroller of Public Accounts toll free, nationwide, at 1-800-531-5441, ext. 6-5946, or in Austin, call 512-936-5946.

### Required documentation —

Attach the Seller Training Roster (Form 69-204) for each class completed during the period of this report.

### Mail this report with class rosters to —

COMPTROLLER OF PUBLIC ACCOUNTS  
P.O. Box 12010  
Austin, Texas 78711-2010

### ***Enter training session data for the report period***

- |  |          |
|--|----------|
| 1. Total number of classes scheduled _____                   | 1. _____ |
| 2. Total number of classes conducted _____                   | 2. _____ |
| 3. Total number of participants who attended training _____  | 3. _____ |
| 4. Total number of participants who completed training _____ | 4. _____ |

I declare that the information in this document and any attachments is true and correct to the best of my knowledge.

Vendor or authorized agent	Business phone	Date
<b>sign here</b>		